

**CLASS TITLE: EMPLOYER REGISTRATION SUPERVISOR**

**Class Code: 02792100**

**Pay Grade: 26A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the work of a staff engaged in the registration of all employers subject to the Rhode Island Employment Security Act; to determine the unemployment insurance and temporary disability insurance tax rate of newly registered employers; to supervise the reciprocal coverage agreement between the fifty states and two jurisdictions; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision with wide latitude to exercise independent judgement; work is subject to review to ensure adherence to policies, procedures and regulations.

**SUPERVISION EXERCISED:** Plans, organizes and supervises the work of technical and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, coordinate and supervise the work of a technical and clerical staff engaged in the maintenance of a statewide master file of all covered (registered) employers.

To supervise the registration of new employers and determine their Employment Security and Temporary Disability Insurance tax rates.

To supervise the preparation of reciprocal coverage agreements with other states and jurisdictions.

To represent the agency in status appeals before the Board of Review.

To coordinate field investigations of unregistered employers to determine existence of potential tax liability.

To review bankruptcies, receiverships and other changes in types of business entities to insurance compliance with rules and regulations.

To compile monthly and quarterly reports relative to the number of new and discontinued accounts processed.

To be responsible for training subordinates in the use of computerized registration and reporting techniques.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the laws, rules and regulations administered by the Department of Employment and Training; the ability to organize, plan, and instruct subordinates in the use of computerized methods of account maintenance; the ability to supervise and review the work of technical and clerical staff; the ability to establish and maintain effective working relationships with employers and the general public; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing with a major in business, accounting or a closely related field; and

**Experience:** Such as may have been gained through: considerable employment in a position responsible for the maintenance and control of complex insurance, accounting, or related documents and records on a data base system.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 25, 1991

Editorial Review: 3/15/03